



## ArcSoft Inc. Worldwide Customer Support Contacts

### N. America

46601 Fremont Blvd  
Fremont, CA 94538  
Tel: 1.510.440.9901  
Fax: 1.510.440.1270  
Website: [www.arcsoft.com](http://www.arcsoft.com)  
Email: [support@arcsoft.com](mailto:support@arcsoft.com)

### Europe

Unit 14, Shannon Industrial Estate  
Shannon, Co. Clare, Ireland  
Tel: +353 (0) 61-702087  
Fax: +353 (0) 61-702001  
Email: [europe@arcsoft.com](mailto:europe@arcsoft.com)

### Japan

Japan Support Center  
M.D.S., Inc.  
IKE Building 3F  
5-1-15 Sotokanda, Chiyoda-ku  
Tokyo 101-0021, Japan  
Tel: +81-3-3834-5256  
Fax: +81-3-5816-4730  
Website: [www.arcsoft.jp](http://www.arcsoft.jp)  
Email: [support@arcsoft.jp](mailto:support@arcsoft.jp)

### How to Register:

Register your program online at [www.arcsoft.com](http://www.arcsoft.com).

### China

ArcSoft Beijing Representative Office  
No. 6 South Capital Gym Road  
Beijing New Century Hotel, #2910  
Beijing 100044, P.R. China  
Tel: 8610-68491368  
Email: [china@arcsoft.com](mailto:china@arcsoft.com)

### Taiwan

ArcSoft Inc. Taiwan Branch  
Tel: +886 (0) 2-27181869  
Fax: +886 (0) 2-27190256  
Email: [support@arcsoft.com.tw](mailto:support@arcsoft.com.tw)

### Australia

Marketing Results Prop Ltd.  
P.O. Box 6246 BHBC  
Baulkham Hills,  
New South Wales 2153, Australia  
Tel: +61 (2) 9899-5888  
Fax: +61 (2) 9899-5728  
Email: [support@supportgroup.com.au](mailto:support@supportgroup.com.au)  
Website: [www.marketingresults.com.au](http://www.marketingresults.com.au)

### Latin America

Tel (Brazil): 00817-200-0709  
Tel (Chili): 800-202-797  
Email: [latinsupport@arcsoft.com](mailto:latinsupport@arcsoft.com)

### Quick Start Guide:

Written by Steve Toribio  
Layout and design by Vickie Wei

# ArcSoft photo Base™



The following is a legal software license agreement between you, the software end user, and ArcSoft, Inc. Carefully read this license agreement before using the product. Using the product indicates that you have read this license agreement and agree to its terms. If you do not agree to the terms, promptly return the package to the place it was purchased within 10 days of the date you acquired it for a full refund.

**Grant of License.** This license permits you to use one copy of the software included in this package on any single computer. For each software licensee, the program can be in use on only one computer at any given time. The software is in use when it is either loaded into RAM or installed into the hard disk or other permanent memory.

A multi-seat license permit from ArcSoft is required if the program is going to be installed on a network server for the sole purpose of distribution by other computers, or if the program is going to be installed on and used by more than one computer.

**Copyright.** The software contained in this package is owned by ArcSoft and is protected by United States copyright laws, international treaty provisions, and all other applicable national laws. The software must be treated like all other copyrighted materials (e.g. books and musical recordings). This license does not allow the software to be rented or leased, and the written materials accompanying the software (if any) may not be copied.

**Limited Warranty.** ArcSoft, Inc., warrants that the software contained herein will perform substantially in accordance with the accompanying documentation. No Other Warranties. ArcSoft disclaims all other warranties, either express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the Software, the accompanying written materials, and any accompanying hardware (if any).

**No Liability for Consequential Damages.** In no event shall ArcSoft or its suppliers be liable for any damages whatsoever (including but not limited to damages for loss of business profits, business interruption, loss of business information, or any other pecuniary loss) which results from an inability to use this software, even if ArcSoft, Inc. has been advised of the possibility of such damages. Because some states/jurisdictions do not allow the exclusion or limitation of consequential or incidental damages, the above limitations may not apply to you.

**U.S. Government Restricted Rights.** The Software and documentation are provided with Restricted Rights. Use, duplication, or disclosure by the U.S. Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs (c)(1), (2), and (3) of the Commercial Computer Software - Restricted Rights at 48 CFR 52.227-19, as applicable, and any amendments thereto. The manufacturer is ArcSoft, Inc., 46601 Fremont Blvd., Fremont, CA 94538.

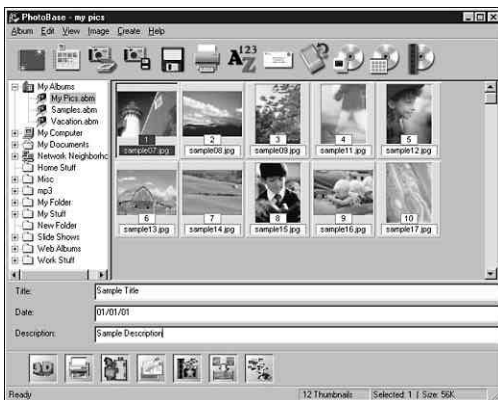
If this product was purchased in the United States, this Agreement is governed by the laws of the state of California; otherwise, local laws may apply.

## Table of Contents:

Overview . . . . .	3
System Requirements. . . . .	4
Starting the Program . . . . .	4
Albums (What they are, adding files, sorting, etc.) . . . . .	4
Label Names. . . . .	6
The Tree View . . . . .	7
The Toolbar (Common program functions). . . . .	7
Acquiring Images . . . . .	9
Capturing Video . . . . .	9
Importing Files. . . . .	9
Editing Images . . . . .	10
Making a Slide Show . . . . .	12
Making a Web Album. . . . .	13
Making a Video Postcard . . . . .	14
Printing. . . . .	15
The HotLink Bar . . . . .	16
Notes on Acquiring Images and Capturing Video. . . . .	17
Additional Help . . . . .	17

## OVERVIEW

PhotoBase is a file managing program that helps you organize and present multimedia files. You can quickly and easily create Slide Shows, Web Albums, and Video Postcards. Also, you can effectively print contact sheets for quick image referencing. The unique "album" structure of the program makes file access convenient. On top of that, you can acquire files from various sources, including digital cameras, scanners, video devices, and removable media.



## SYSTEM REQUIREMENTS

- Windows 98/ME/2000/XP
- Pentium II-based PC or equivalent
- 64 MB RAM (128 MB recommended)
- 100 MB free hard disk space
- 16-bit (or higher) color display
- Apple QuickTime 4.0 (or above) for MOV file support

## STARTING THE PROGRAM

1. Click Start
2. Select Programs > ArcSoft PhotoBase > PhotoBase 3.0

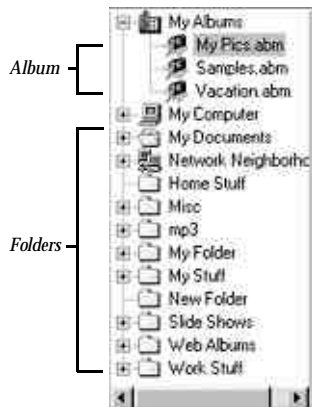
*Note: Directories may vary from version to version. Monitor the installation process to verify the location in the Start menu. Also, you may start the program by double-clicking the desktop icon (if available).*

## ALBUMS

The main display area of PhotoBase either displays folder contents, or "album" thumbnails.

The program can display the contents of any folder on your system. When viewing folders, the thumbnails that represent the files should be treated as if you're working directly with the files themselves. If you move, rename, or delete any thumbnail, you'll be performing that action on the actual file.

In addition to letting you view the folder contents on your computer, you can construct your own custom "albums." Albums are basically thumbnail links to files stored on your system or removable media. They're great for organizing files into unique categories. For example, you can create an album called "vacation," and link all of your vacation photos to it, wherever they may be on your computer.



When you double-click a thumbnail within an *album*, the program opens the file from its original location. This is important to remember--if you move, delete, or rename a file after adding it to an album, the thumbnail will become a dead link. You can, however, delete thumbnails without deleting the actual file that the thumbnails link to. Right-click a thumbnail and select "Properties" to view the location of the actual file.

There are several album functions. The most common are described below. Additional options are under Album on the menu, and along the Toolbar.

#### To create a new album:



1. Click Album on the menu, then click "Create New." You can also click New on the Toolbar.
2. Type in a unique name for the album.

#### To add thumbnails (that link to files) to an album:



1. Click Album on the menu, then click "Add Image." You can also click Add on the Toolbar.
2. The "Add to Album" window will appear. Navigate to the directory (folder) that contains the files you wish to add, select them, and then click Open within the window.

#### To sort album thumbnails:



1. Click Album on the menu, then click "Sort." You can also click Sort on the Toolbar.
2. You can sort thumbnails by file name, type, size, date, or any of the three custom text labels. You can also sort in reverse order.

### ***LABEL NAMES***

Album thumbnails can have up to three descriptive text labels. You'll notice these labels at the bottom of the PhotoBase desktop. By default, they are called "Title," "Date," and "Description." You can use these fields to add important and unique information to each thumbnail. The information in these text fields can also be printed with your albums. You're not restricted to using these default names for the labels--you can title them whatever you like (there is a 15 character limit).

**To change the label names:**

1. Click Album on the menu, then click "Label Names."
2. Enter in new names for each field.

**THE TREE VIEW**

The "tree view" within the program is similar Windows Explorer. Go to View on the menu and make sure that "Tree View" is checked. From this view, you can browse all folders and drives on your system. Notice that the top component of the tree is a folder called "My Albums." It is in this folder that your PhotoBase albums are listed. Note that folder contents may not appear unless the program is set to view all file types. Click View on the menu, then click "Show All Files."

**THE TOOLBAR**

The Toolbar, which sits near the top of the PhotoBase desktop, conveniently offers the program's most commonly used commands as a set of easily accessible icons. Using the Toolbar eliminates searching through menu options for a desired command. Within the program, you can move your mouse on top of a Toolbar icon to reveal a help pop-up of what the icon represents. Here's what the Toolbar offers:

<b>New:</b>	Allows you to create a new, blank album.
<b>Add:</b>	Allows you to add files to the current album. If no album is currently selected, a new album will be created.
<b>Acquire:</b>	Allows you to acquire images from devices such as cameras and scanners.
<b>Import:</b>	Allows you to import or download files from removable devices, such as floppy disks or mounted drives.
<b>Save:</b>	Saves any changes that you have made to an album.
<b>Print:</b>	Lets you print single images or entire albums.
<b>Sort:</b>	Organizes your album thumbnails by file name, type, size, date, or any of the three custom text labels. You can also sort in reverse order.
<b>Send Mail:</b>	Lets you email the selected files through a MAPI-compliant email program. A new mail message will appear with the files attached to it.
<b>Synchronize:</b>	Copies the selected files to the Sync folder on your computer so that you can transfer them to a handheld device.
<b>Make Slide Show:</b>	Takes you through a series of steps to create a Slide Show.
<b>Make Web Album:</b>	Takes you through a series of steps to create a Web Album.
<b>Make Postcard:</b>	Takes you through a series of steps to create a Video Postcard.

## ACQUIRING IMAGES

To acquire images from a Twain device:



1. Click Image on the menu, then select "Get" and click "Acquire." Alternately, you can click Acquire on the Toolbar.
2. The driver for your selected device will run. Follow the instructions provided by the device manufacturer to acquire an image.

## CAPTURING VIDEO

To capture video from a compatible device:

1. Click Image on the menu, then select "Get" and click "Video Capture."
2. Video capture options will appear, and will vary depending on the device that you are capturing from.

## IMPORTING FILES

To import files from a mounted drive or other removable media:



1. Click Image on the menu, then select "Get" and click "Import from Removable Media." Alternately, you can click Import on the Toolbar.
2. From the Import window, use the Source pull-down to select the location of the media from which you wish to import. Click Format to format or remove all files from the media source.
3. Click Browse to select the location to which the imported files will be saved.
4. You can rename imported files with a standard prefix. For example, if you were to change the file prefixes to "Vacation," all imported files would be named "Vacation" with a sequential number at the end, i.e., Vacation0000, Vacation0001, etc.
5. You can also choose to delete the files from the removable media once they have been

imported, and add them to a specific album.

## EDITING IMAGES



PhotoBase has an extensive editor that you can use to alter and enhance images. To get to the Edit Screen, simply double-click an image thumbnail. You can move your mouse over an editing tool to see a pop-up box of the tool's name. The editing tools are:

- |                                 |                                                                                                                                                                                                                                        |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Browse:</b>                  | Opens the browse buttons in the right section of the editing toolbar. They allow you to jump to the first, previous, next, and last images in the current album, respectively.                                                         |
| <b>Crop:</b>                    | Allows you to cut out unwanted areas of an image. After clicking this button, click and drag on your image to set the crop area. Once the crop area is set, right-click within the area to cut out everything outside of the crop box. |
| <b>Center Crop Area:</b>        | Automatically centers your crop box on the image.                                                                                                                                                                                      |
| <b>Rotate Counterclockwise:</b> | Rotates your image 90 degrees to the left.                                                                                                                                                                                             |
| <b>Rotate Clockwise:</b>        | Rotates your image 90 degrees to the right.                                                                                                                                                                                            |
| <b>Resize:</b>                  | Alters the size of your image to the newly specified width and height.                                                                                                                                                                 |

<b>Zoom In:</b>	Magnifies your image on the screen.
<b>Zoom Out:</b>	Makes your image smaller on the screen.
<b>Undo:</b>	Reverses the last edit made.
<b>Brightness:</b>	Opens a slider on the right side of the editing toolbar that allows you to adjust the brightness/darkness of the image.
<b>Contrast:</b>	Opens a slider on the right side of the editing toolbar that allows you to adjust the image contrast.
<b>Saturation:</b>	Opens a slider on the right side of the editing toolbar that allows you to adjust the color intensity of the image.
<b>Red-eye Removal:</b>	Reduces the amount of red in a small area. After selecting this tool, click on the red part of an eye to have it removed.
<b>Text:</b>	Allows you to add text to an image. Choose the font, style, size, and color of the text. You can also add a drop shadow. Once you've added the text, you can click and drag it to the desired location on the image.
<b>Play:</b>	Plays any audio attached to the current image.
<b>Record:</b>	Opens a standard sound recorder that lets you record and save audio for attachment to the image.

After closing the Edit Screen, you will be prompted to save your image. You can choose to save over the existing file, save as a new file, or not save at all.

## MAKING A SLIDE SHOW

PhotoBase lets you create Slide Shows of still images and videos with or without an audio track. You can preview Slide Shows within the program, or export them to your hard drive or CD (a compliant CD-burning program is required).

### To preview a Slide Show:

1. Click Create on the menu, then click "Perform Slide Show."
2. Choose to have the presentation loop over and over (check the Auto Loops box), use transition effects between slides (check the Effects box), set the display time for still images, and set your audio options.
3. During the Slide Show, you can pause, and skip back and forth among each slide.

### To create a Slide Show:



1. Click Create on the menu, then click "Create Slide Show." Alternately, you can click Make Slide Show on the Toolbar.
2. The creation process will begin. The first step involves selecting the images and videos in the current folder/album that you'd like to include in the presentation. Highlight the files you'd like to use, then click Add>. To add all available files to the presentation, click Add All>. Click the respective Remove button to remove files.
3. The next step in the creation process involves selecting your audio options. You can exclude audio, play audio attached to the thumbnails, or play selected audio tracks. If you choose this last option, click Add to browse your system to select audio files to play during the presentation.
4. The final step involves selecting your save destination. You can choose to burn the presentation to a CD, or save it to your hard drive. If you choose to save it to your hard drive, you can give the EXE file (the file that you'd run to start the Slide Show) a

name, and select the directory to which the presentation will be saved. At this point, you can also preview the show.

## MAKING A WEB ALBUM

Web Albums are essentially albums that are viewable as Web pages. They display thumbnails of all types of files. You can then click on these thumbnails to view the actual files. When the thumbnails link to image files, a new Web browser window will open displaying the image. Along with the image, there will be navigation controls that let the user browse the different images included in the album.

### To create a Web Album:



1. Click Create on the menu, then click "Create Web Album." Alternately, you can click Make Web Album on the Toolbar.
2. The creation process will begin. The first step involves selecting the files in the current folder/album that you'd like to include in the presentation. Highlight the files you'd like to use, then click Add>. To add all available files to the presentation, click Add All>. Click the respective Remove button to remove files.
3. The next step in the creation process involves selecting your layout options. Give the Web Album a name, and select the number of columns and rows of thumbnails that you'd like each page in the album to have. You can also select the thumbnail size (small, medium, or large), and set the background color of the pages.
4. The final step involves selecting your save destination. You can choose to burn the presentation to a CD, or save it to your hard drive. If you choose to save it to your hard drive, you can give the EXE file (the file that you run to start the Web Album) a name, and select the directory to which the presentation will be saved. After it has completed saving, you will be asked if you'd like to view the Web Album.

## MAKING A VIDEO POSTCARD

Video Postcards are fun little presentations that can be sent to family, friends, and co-workers. These e-postcards consist of a background template (still image) with a small video window on top.

### To create a Video Postcard:



1. Click Create on the menu, then click "Create Video Postcard." Alternately, you can click Make Video Postcard on the Toolbar.
2. The creation process will begin. The first step involves selecting the background or template for the postcard. The program includes several templates. You can also use your own image files. When using your own image, you must select the window size for the accompanying video.
3. The next step in the creation process involves adding your text on the back of the postcard. Like a real postcard, you can add a brief message, and personalize it further by addressing it directly to the intended recipient.
4. The next step involves selecting the video that plays on the front of the card. You can preview the video after you've selected it. Also, if you choose to do so, you can include an additional audio file that will play once the video is completed.
5. The final step involves selecting your save destination. You can choose to burn the presentation to a CD, or save it to your hard drive. If you choose to save it to your hard drive, you can give the EXE file (the file that you run to start the Video Postcard) a name, and select the directory to which the presentation will be saved.



## PRINTING

PhotoBase allows you to print individual image files, or entire albums.

### To print an individual image:



1. Click Album on the menu, then click "Print." Alternately, you can click Print on the Toolbar. From the window that pops up, click "Print the currently selected image."
2. When your image comes up in the preview, you can click and drag the image about the page to any location.
3. Check the Add Title box to include a text title on the print. On the preview, double-click in the text box to add/edit the title. Drag the text box to the desired location.
4. Check the Add Frame box if you would like a black outline around your image when it prints.
5. Check the appropriate Center boxes to center the image and/or the title.
6. Use the slider to adjust the print size. Above the slider, the width, height, and output (DPI) will be listed.
7. Check the 5x5 Jewel Case Label box to format the print for use as a jewel case insert.
8. Click Print Setup to view and edit your printer properties; click Print to print.

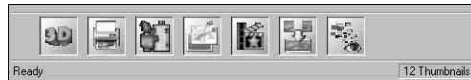
### To print thumbnail contact sheets:

1. Click Album on the menu, then click "Print." Alternately, you can click Print on the Toolbar. From the window that pops up, click "Print multiple thumbnails or album."
2. Choose to either print all thumbnails, selected thumbnails, or thumbnails in a specified range.
3. Next, choose your desired frame and background options. Including frames and backgrounds is entirely optional.
4. You can include up to three text fields underneath the printed thumbnails. You can

choose from the three custom text labels, and the file names of the thumbnails. Also, you can choose to include the descriptions of the added fields. At this stage, you can also type in a custom header and footer.

5. Next, you can select the size of the thumbnails (small, medium, or large). You can also have the thumbnails print at a consistent size. Printed page numbers are also optional. Preview each page, if desired, before finally printing.

## THE HOTLINK BAR



The HotLink Bar, which rests at the bottom of the PhotoBase desktop, provides quick access to other applications. Right-click the HotLink Bar to open its properties.

### To add a program to the HotLink Bar:

1. Click Add.
2. Browse to the directory that contains the program file you wish to add.
3. Highlight the file, then click Open.
4. Click Apply when you're finished. This will save the changes you've made to the HotLink Bar.

### To remove a program from the HotLink Bar:

1. Highlight the program you wish to remove.
2. Click Remove.

3. Click Apply when you're finished. This will save the changes you've made to the HotLink Bar.

**To run a program on the HotLink Bar:**

Click the appropriate icon on the HotLink Bar.

**To open a file using a program on the HotLink Bar:**

Drag a thumbnail to the appropriate icon on the HotLink Bar.

## ***NOTES ON ACQUIRING IMAGES AND CAPTURING VIDEO***

When acquiring images or capturing video, it's important to remember that the driver for the respective device runs and transfers the file information over to the program. If you experience any problems when acquiring images or capturing video, contact the device manufacturer. You may need a driver update.

## ***ADDITIONAL HELP***

For additional help, run the online Help file. Click Help on the menu, then click "Contents." Go there for more detailed information on the various menu commands and other program functions.